

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Associate Park and Recreation Specialist

Department of Parks and Recreation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

1. Identifying needs for program or project development, permits, and/or grant applications.
2. Assisting in the preparation of environmental and/or program analysis documents related to operations or grant applications/management.
3. Facilitating formal and informal meetings by determining the need for a meeting, scheduling the meeting, and communicating the nature of the meeting verbally and/or in writing to brief supervisors and managers on project or program status.
4. Managing projects/programs by acting as a point of contact with team members, management, and/or the public; relaying status and activities; and seeing the project/program through its life cycle.
5. Assists in preparing, interpreting, implementing, and/or overseeing project agreements or program guidelines to ensure all stakeholders understand and adhere to the requirements.
6. Preparing or participating in the improvement and editing of a variety of professionally-written documents (e.g., plans, recommendations, memos, marketing materials, training manuals, reports) detailing all relevant information.
7. Evaluating written materials (e.g., reports, legislative proposals, case law, plans) in relation to current projects/programs, rules, regulations, and/or policies in order to relay the potential impacts to management.
8. Identifying program trends and needs to develop ideas for improvements and creating draft proposals to contribute to the success of the program.
9. Receiving complaints from the public, stakeholders, other agencies, and/or legislators and appropriately handling the complaints and resolving basic issues

or elevating complex issues to management to maintain overall good customer service.

10. Developing solutions to problems by researching legislation, policies, rules, and/or regulations and determining the most appropriate course of action.
11. Collaborating with stakeholders (e.g., the public, project team, private organizations) on projects/programs and debriefing with internal staff and/or management where appropriate.
12. Evaluating the deliverables (e.g., activities, reports, documents, plans) of contractors and/or other staff by reviewing them for accuracy, thoroughness, professionalism, and adherence to program standards.
13. Preparing reports for management that accurately summarize issues, status, and activities related to the program or project.
14. Performing and interpreting basic mathematical computations to estimate amounts, calculate areas, track budgets, and/or assess financial reports or contracts.
15. Maintaining accurate and detailed project/program materials (e.g., files, logs, records, financial documents, notes) for the purposes of audits and program records.
16. Comparing the relative costs and benefits of potential actions to help identify the most appropriate next steps for issue resolution or program improvement.
17. Assessing the status of projects and/or programs to ensure they are operating according to objectives.
18. Assist in coordinating or overseeing the activities of projects or programs to ensure they run smoothly and according to budget and timeline.